

Langley Management System Organizational Unit Plan

Original signed on file

10/22/04

Organizational Unit Manager

Date

Original signed on file

11/14/04

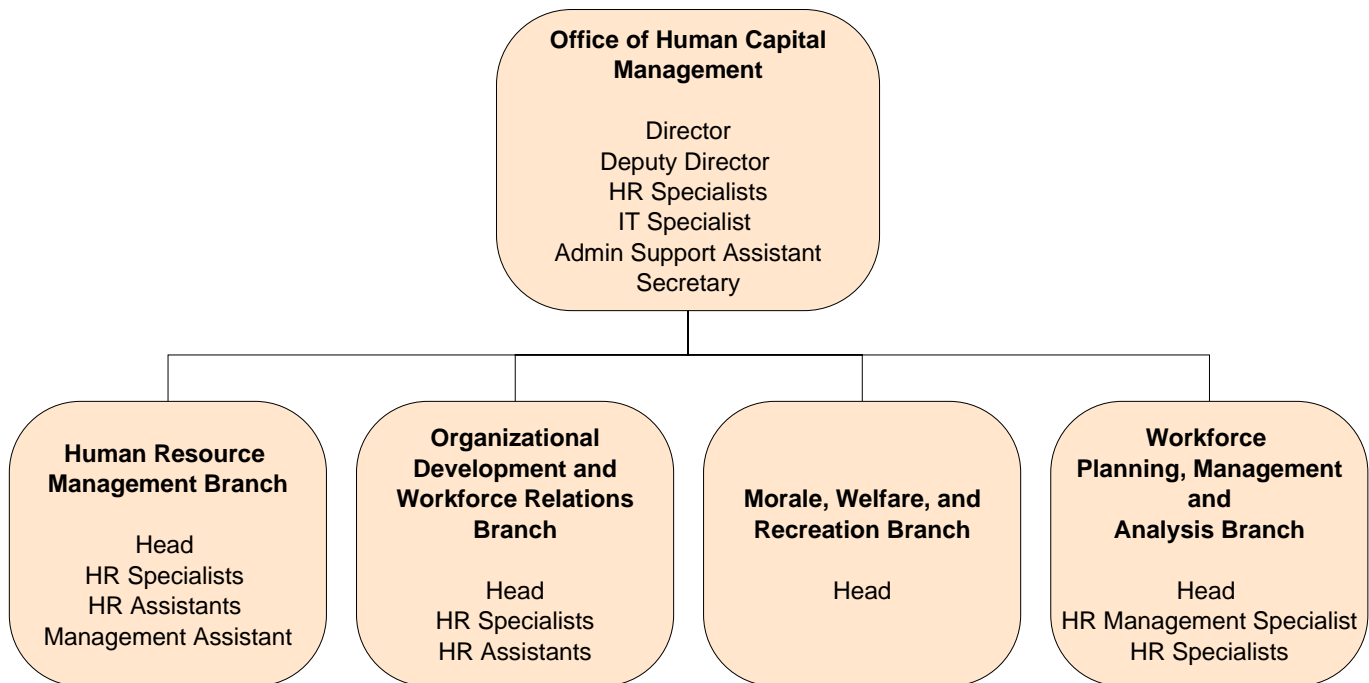
Center Director

Date

Organizational Purpose Statement

The purpose of OHCM is to support, honor, and value the Center's most important resource, people. OHCM supports the mission and goals of the Center by developing and nurturing a productive and diverse workforce through services, guidance, and management practices.

Organization



Functional Responsibilities

The responsibilities of the OHCM are to:

- Development, administer, integrate, and manage the Center's Human Resources Programs to include:
 - Position management, classification, recruitment, and internal placement
 - Employee relations, labor management relations, employee benefits, retirement, and rewards and recognition
 - Strategic workforce planning and analysis and the alignment of organizations
 - Employee development and training
- Provide advice, guidance, and support to Center initiatives and Human Resource issues.

Management System Objectives	Performance Indicators
Attract highly qualified, diverse candidates to fill vacancies through the utilization of NASA STARS and a variety of other tools (Organizational Value)	<ul style="list-style-type: none"> Highly qualified, diverse candidates provided to selecting officials within 60 days for Center vacancies, monitored weekly and reported quarterly
Encourage and track the use of the NASA Flexibility Act of 2004 to improve human capital management (Organizational Value)	<ul style="list-style-type: none"> Report the various flexibilities used on a quarterly basis
Provide quality training and development opportunities for the Center (Organizational Value)	<ul style="list-style-type: none"> Timeliness of completion of training registrations after receipt of request will be evaluated on a monthly basis Facilitate the Executive Resources Council to evaluate and recommend strategic training and development programs Manage the training budget for the Center and provide quarterly results to the Senior Leadership Council
Ensure the Center achieves the maximum utilization of its human resources by optimal management of full time equivalents including oversight of promotions, rewards, and recognition (Organizational Value)	<ul style="list-style-type: none"> Develop and maintain position inventory. Track workforce requested (demand) against workforce allocated (capacity) on a monthly basis, including WF plans versus actuals Monitor the status and facilitate the transfer of transition workforce Chair the Workforce Requirements Board Facilitate the Awards and Recognition Council
Effectively plan for long-range training needs and identify critical needs for the future through the use of the Agency Competency Management System (CMS) (Organizational Value)	<ul style="list-style-type: none"> Track the usage of critical Center workforce competencies on a quarterly basis
Effectively manage the Morale, Welfare, and Recreation activities for the Center (Organizational Value)	<ul style="list-style-type: none"> Chair the Exchange Council on a monthly basis and report financial results as necessary

Lateral Relationships

Internally, lateral relationships include all Center organizations. This includes collaboration with the Offices of the Chief Counsel, Equal Opportunity, and Education in matters relating to the employment, development, advancement, and treatment of employees. Externally, NASA Headquarters, other NASA Centers, Office of Personnel Management and other government agencies, and private industry constitute lateral relationships. OHCM responds to the Business Services Customer Advisory Board (CAB).

Participates as a member of the Center Strategic Leadership Council and, as such, works closely with other Center organizations to ensure that all Center plans and work are consistent and well integrated within the overall Center strategy and operating plan.

Reporting Relationships

OHCM has a Director reporting to the Center Director.

External Relationships

Cooperative Education Agreements and Special Arrangement Contracts with various colleges/universities (files are retained in the Organizational Development and Workforce Relations Branch).

Volunteer Service Program Agreements with various academic institutions (files are retained in the Human Resources Management Branch).

Intergovernmental Personnel Act agreements with various local and state governments (files are retained in the Human Resources Management Branch).